

June 22, 2018

To: All Assessors, Auditors, and Conference Board Chairpersons

Assessor and Deputy Assessor Examinations

Dates

The examinations will be available for scheduling once an exam application has been received, reviewed and approved. At this time, the earliest an exam will be available for scheduling will be July 10th.

New Exam application and Preliminary Education Requirements

A new four page exam application must be filed with our Department in order to take these examinations. There are preliminary education requirements that must be met in order to take the exams. Once an application is received it will be reviewed to determine if the preliminary education requirements have been met.

The new application, an outline of how to meet the preliminary education requirements, and study material can be found on our website at <https://tax.iowa.gov/local-government>. Under the Taxpayer Information heading click Exam Information.

Assessor Exam

If applying for the assessor exam, the application will be reviewed to determine if the applicant has two years of appraisal related experience. Based on the appraisal experience the applicant will be granted regular certification or temporary certification.

For the deputy exam, the appraisal experience is not required to be completed.

Notice of Examination

We have enclosed a Notice of Examination for assessor and deputy assessor. You should post a copy of the notice in the courthouse or city hall and make it available to your local news media.

Questions

If you have questions, or need to discuss sending in your application, please contact Carmen Putzier at (515) 281-7836 or Carmen.Putzier@iowa.gov

IOWA DEPARTMENT OF REVENUE

NOTICE OF EXAMINATIONS FOR

ASSESSOR AND DEPUTY ASSESSOR

The Director of Revenue of the State of Iowa has scheduled examinations for the positions of assessor and deputy assessor at the location and times specified below.

DATE & TIME: Deputy Assessor Examination – May be scheduled with the examination testing center after the applicant received an approval letter. At this time, the earliest an exam will be available for scheduling will be July 10th.

Assessor Examination – May be scheduled with the examination testing center after the applicant receives an approval letter. At this time, the earliest an exam will be available for scheduling will be July 10th.

LOCATION: Des Moines Area Community College
Ankeny, Iowa

APPLICATIONS & PRELIMINARY EDUCATION REQUIREMENTS:

A new four page exam application must be completed. There are preliminary education requirements that must be met in order to take the exams. The new exam application, an outline of how to meet the preliminary education requirements, and study material can be found on our website at <https://tax.iowa.gov/local-government>. Under the Taxpayer Information heading click Exam Information. For the deputy exam, the appraisal experience is not required to be completed.

MAIL APPLICATIONS TO:

Administrator
Property Tax Division
Iowa Department of Revenue
PO Box 10469
Des Moines, Iowa 50306-0469